TIGTA EMPLOYEE EXIT CLEARANCE FORM

This form authorizes the release of a separating employee's final pay. *Final pay and applicable lump sum payments (including annual leave) <u>will not be released</u> until this form is received by BPD. The employee's manager should fax the completed form to (304)480-8281. No specific addressee is needed on the fax cover sheet. The completed form may also be mailed to* mailto:payroll@bpd.treas.gov*.*

Section I

(1) Separating Employee's Name	(2) Position Title	(3) Social Security Number	(4) Cost Code

(5) Date of Separation	(6) Type of Separation	(7) Employee's Manager's Name/Title/Phone Number

Section II

Manager's Acknowledgement

My signature indicates I have reviewed TIGTA Manual (600) 70.3 and completed all actions listed there.

Manager's Signature	*Date*

Section III

ALL EMPLOYEES		GS-1811 EMPLOYEES	
Item to be Returned	(9a) Manager Received & Returned per (600) 70.3.5 (add initials)	Item to be Returned	(9a) Manager Received & Returned per (600) 70.3.5 (add initials)
Badges/Credentials		Body Armor	
Building Access Cards/Passes		Magazines and Pouch	
Cameras		Child Safety Device	
Cell Phones		Home Gun Locker	
Desk Keys		Handgun	
Fax Machine		Handgun Cleaning Kit	
File Cabinet with Keys		Handcuffs and Keys/Handcuff Carrier	
Laptop		Holster	
Docking Station		OC Spray with Carrier	
Computer Carrying Case		Expandable Baton and Carrier	
Mouse		Disposable Restraining Devices	
Monitor with Cable		Cutting Device	
Computer Manuals		Raid Jacket and Raid Hat	
Printer with Cable		Equipment Bag	
Computer Cables		Flashlight and Belt Carrier	

BPD Approving Official/ Date:

TIGTA EMPLOYEE EXIT CLEARANCE FORM

ALL EMPLOYEES		GS-1811 EMPLOYEES	
Item to be Returned	(9a) Manager Received & Returned per (600) 70.3.5 (add initials)	**Item to be Returned**	(9a) Manager Received & Returned per (600) 70.3.5 (add initials)
AC Adapter		Ear Protection Devices	
Router		Government-Owned Vehicle and Keys	
Scanner		Rubber Gloves and Pouch	
Special Building Access Cards (e.g. Martinsburg Computing Center; 1125 15TH St entry cards)		Radios	
USB Cable		*Other Investigative items Issued to Employee (List Items):*	
Lexis/Nexis Card			
All computer-related media (e.g. floppy disk drives, thumb drives, removable hard drives, CD's, DVD's			
Office Keys			
Pager			
PDA (Palm Pilot or BlackBerry)			
Parking Passes			
Passport			
Phone Card			
GETS Phone Card			
Satellite Phones			
Small Purchase Card			
Travel Card			
Unused Public Transportation Subsidy Media			
All Work-Related Case Files (paper and electronic)			
1125 15th Street Employees: Emergency Shelter in Place Kit with Flashlight			
Other Items Issued to Employee (List Items):			

BPD Approving Official/ Date:

TIGTA EMPLOYEE EXIT CLEARANCE FORM

PRIVACY STATEMENT

General. This statement is provided pursuant to Public Law 93-579 (Privacy Act of 1974) December 31, 1974, for individuals separating from TIGTA.

Authority. The authority to solicit this information is derived from Executive Order 11222, section 602, 701, and 702.

Purposes and Uses. This information is used as a checklist by TIGTA offices to ensure the separating employee has returned property and equipment owned by the Federal Government.

Effects of Non-Disclosure. Not providing the requested information may result in a delay in processing the separating employee's final pay.

INSTRUCTIONS

Section I. Manager should provide requested information.

Boxes 1, 2, and 3. Self-explanatory.

Box 4. The Cost Code is the personnel code of the group to which the separating employee is assigned.

Box 5. Date of Separation from TIGTA.

Box 6. Type of Separation. Select the appropriate reason in the drop down menu.

Box 7. Self-Explanatory.

Section II. Manager's Acknowledgement.

Manager should sign and date.

Section III. Document Return of Government Property.

Box 9a. The manager should initial when the property or equipment is secured from the separating employee.

BPD Approving Official/ Date: